

AGENDA
PRE-PROPOSAL CONFERENCE (DOP/GENERAL FUND)

Date: September 8, 2015

Time: 11:00 a.m.

FC# 8076, Arbitrage Rebate Calculation Services

1. Opening and Introduction

Krista Morrison, Esq., Contracting Officer

Proposal Process -- Information & Instructions to Proponents, Proposal Format, Proposal Deadline, Etc.

2. Ethics Department

Ms. Nina Hickson, Ethics Officer

Ethical Guidelines

3. Enterprise Risk Management (Appendix B)

Mr. Jimmy Porter, Risk Management Analyst

Insurance Requirements

4. Office of Contract Compliance (Appendix A)

Mr. Bruce Bell, Senior Contract Compliance Manager

EBO/EEO Requirements, Eligible Proponent, etc.,

5. User Department

Ms. Marlena Joseph, Debt Manager

Floor open for any questions pertaining to the Scope of Services

If you have additional questions concerning this project, please direct your inquiries in writing to Ms. Seipati Mogotsi, Contracting Officer, by e-mail kamorrison@atlantaga.gov. All questions or inquiries pertaining to this project are due no later than 1:00 P.M., Friday, September 11, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

PROPOSALS DUE: Wednesday, October 7, 2015, no later than 2:00 P.M.

PROPOSALS ARE TO BE RECEIVED AT THE:

Department of Procurement

55 Trinity Avenue

Suite 1900

Atlanta, Georgia 30335

Questions concerning the EBO/EEO requirements should be directed to the **Office of Contract Compliance**, (404) 330-6010.

Questions concerning the any and all Insurance requirements should be directed to the **Risk Management Office**, (404) 658-7450.